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DEPARTMENT OF CORRECTIONS
LANSING

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DIRECTOR

DIRECTOR'S OFFICE MEMORANDUM 2010-11

EFFECTIVE: March 1, 2010

DATE: February 11, 2010

TO: Executive Policy Team
Administrative Management Team
Wardens

FROM: Patricia L. Caruso, Director

SUBJECT: Reentry Learning Site Project

A Reentry Learning Site has been established at the Bellamy Creek Correctional Facility (IBC) to fully implement Phase I and Phase II of the MPRI Model. In addition, Phase III of the MPRI Model will be fully implemented by the Kent County parole office and our community partners to all prisoners paroling from the Learning Site. Evidence-based programming shall be offered and collaborative case management practiced during all three phases in accordance with the MPRI Model. The Reentry Learning Site Project will allow a full evaluation to be completed on the impact the MPRI Model has, when fully implemented, on crime and recidivism and also guide state-wide implementation of the MPRI Model.

Beginning on the effective date of this Director's Office Memorandum, prisoners who are a true security level I or II who otherwise meet the criteria for placement at IBC are eligible for consideration for placement at the Reentry Learning Site if they meet both of the following criteria:

1. The prisoner is serving a sentence received out of Kent County, has a last known address in Kent County, and intends to parole to Kent County.
2. The prisoner is within two years of his parole eligibility date (PED).

The Director or designee shall designate a Reentry Learning Site Project Manager. The Project Manager shall be responsible for coordinating all Central Office operations associated with the Learning Site as well as general oversight of the Learning Site Project. This includes ensuring that prisoners are appropriately screened for eligibility for the Learning Site and, if approved, transferred to the Learning Site. This also includes evaluating and overseeing the coordination of programming and other services offered to prisoners at the Learning Site and assisting Field Operations Administration (FOA) staff in identifying evidence-based programming available in the community, as requested by the FOA Deputy Director or designee.

The IBC Warden shall designate a CFA Coordinator for the Reentry Learning Site; the FOA Outstate Regional Administrator shall similarly designate an FOA Coordinator. In collaboration with Learning Site staff and FOA field staff, the Coordinators shall be responsible for coordinating the programming and services provided to prisoners from Phase I through Phase III.

All prisoners at the Reentry Learning Site will be assessed as to their risk and needs through COMPAS, VASOR, and/or other assessment tools approved by the Director. In addition, a Transitional Accountability Plan (TAP) will be developed or updated, as appropriate, for each prisoner. The TAP will identify programming and other tasks and activities that the prisoner is expected to complete in order to reduce his identified risks, including those identified by the Parole and Commutation Board ("the Board"). The TAP shall be updated at least every six months to reflect the prisoner's progress toward meeting these expectations. Programming recommendations set forth in the TAP shall supersede any conflicting recommendations made during reception center processing while the prisoner is at the Learning Site.

The parole consideration process will begin for each prisoner received at the Reentry Learning Site on or after March 1, 2010, within 90 business days after the prisoner's placement at the Learning Site. Instead of a Parole Eligibility Report (PER), a Parole Readiness Assessment Report will be used by the Board to assist in parole release decisions for this group of prisoners. This Report will include the information contained in the current PER but provide more detailed information on the prisoner's risk and needs assessments and other information specifically requested by the Board. The Report will be prepared within 30 business days after the prisoner's placement at the Learning Site and sent to the Board when completed. For prisoners at the Learning Site prior to March 1, 2010, this process shall be implemented as determined by the Board.

After review of the Parole Readiness Assessment Report for prisoners received at the Reentry Learning Site on or after March 1, 2010, and any other relevant information, the Board will determine whether to grant parole on the prisoner's PED contingent upon successful completion of required programming, satisfactory conduct, and any other criteria identified by the Board or defer its decision up to the prisoner's PED pending further review of the prisoner's behavior and conduct while at the Reentry Learning Site. If the prisoner is within eight months of his PED, the Board also may order a continuance. The Board may choose to interview the prisoner during this period but is required to do so only under the conditions set forth in PD 06.05.104 "Parole Process". If an interview is conducted, that interview satisfies PED interview requirements set forth in MCL 791.235, PD 06.05.100 "Parole Guidelines", and PD 06.05.104; a second interview is not required. This does not prevent the Board from conducting another interview, however, upon its own initiative.

The parole process, including interviews, shall be conducted consistent with statutory requirements and, except as modified by this Director's Office Memorandum, PD 06.05.104 "Parole Process". A prisoner who has been granted parole on his PED may have that parole suspended and rescinded as set forth in PD 06.05.104 if he fails to successfully complete required programming, engages in unsatisfactory conduct, or fails to meet any other criteria identified by the Board as a condition for being paroled on the PED. In such cases, notice and an interview will be conducted as set forth in PD 06.05.104.

Prisoners granted a parole with a requirement for in-reach services shall be provided those services

beginning no later than 60 calendar days prior to the scheduled parole date. In-reach services shall be provided in accordance with PD 03.02.101 "In-Reach Services". Transition team meetings as well as workshops with community partners in target areas such as housing and employment shall be available to assist the prisoner in his successful reintegration into the community. In-reach services also shall include workshops and programming to strengthen the prisoner's family bonds prior to parole. Appointments in the community after parole will be scheduled as needed to ensure a seamless transition.

While on parole, the TAP will be reviewed and updated at least every 90 calendar days to ensure continued progress toward goals, to reduce risk, and to address needs. Field agents shall continue to practice collaborative case management using a strength-based, family focused approach. In addition, partnerships with community agencies and parolee support systems will be maintained to offer the parolee the tools needed to succeed.

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